



BUYER

Job Code: 1606

EEO Class Code: Para-professional

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h24b

NATURE OF WORK

Specialized technical, clerical, and administrative work in the purchasing of assigned parts, tools, equipment and other commodities

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Orders, within assigned limitations, required manufactured products and bulk material for City divisions, including shop operations
- Assists with procurement problems
- Compiles formal and informal bid specification, notices, and proposal sheets
- Prepares tabulations of bids received and evaluate bids
- Does research for obtaining formal bids
- Schedules delivery dates and effects follow-up procedures on delayed deliveries
- Resolves incorrect billings by vendors
- Solicits quotations for purchases exceeding the set limitations and arranges for award to the low bidder
- Does research and prepares specifications required for obtaining of bids
- Consults with sales people and vendors in regards to purchasing and bids
- Supervises and conduct informal bid openings
- Works closely with City agencies in resolution of any problems surrounding the purchasing procedures
- Uses FMSPO system
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the nomenclature and usage of a large variety of automotive equipment parts, mechanical parts, and general stores materials
- Considerable knowledge of current regulations in government ordering and purchasing of City stores materials
- Considerable knowledge of the names and usage of various hand and shop tools
- Ability to maintain complex records and prepare reports
- Considerable knowledge of the methods and procedures of recording, charging, and maintaining inventory control for stores supplies
- Considerable knowledge of sources and prices for the purchasing of various stores materials
- Ability to establish and maintain effective working relationships with vendors and other employees
- Knowledge of modern office practices, procedures, and equipment

MINIMUM REQUIREMENTS

- Three (3) years full-time experience as a Buyer of mechanical, automotive, manufactured products, or general stores material, including preparation of bid specifications
- Completion of 30 semester hours from an accredited College or University with 8 semester hours in business administration or equivalent may substitute for one year of experience
- Partial year may be prorated
- Knowledge of Word and/or Wordperfect

- Experience with automated purchasing programs and procedures
- Ability to use the City's automated purchasing system by the completion of 6 month probation

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for compliance with departmental standards and objectives

SUPERVISION EXERCISED

- May direct work of manual and clerical assistants